

Distance Education Course Considerations

ALL

System Overview

- The IEN is a state-wide VTC (video teleconferencing) and high speed network with nearly 200 high school locations.
- The IEN is designed to increase student access to hard-to-find courses.
- The IEN is designed to facilitate new opportunities for communities.

Technical Assistance:

- For technical assistance regarding VTC and connectivity issue, troubleshooting, or basic operations, our technical support is available 24x7 at 888-612-2880 or email support@ena.com
- All IEN users should be trained on how to use the system. The IEN provides free training programs for all types of users - <http://www.iem-training.blogspot.com/>
- The IEN is available for guidance, contact us <http://www.iem.idaho.gov/contactUs.htm>

School / University Policies and Information:

- Prior to the first day of class all locations should meet and discuss issues and policies – a sample registration packet and other forms are available at - <http://www.iem.idaho.gov/resources.htm>
- Each school participating in a distance education course should consider attendance and grading policies. Also consider training and IEN substitute for facilitator or instructor. Share the school schedules / contact information / school calendars / student contact information.

ORIGINATING TEACHERS

Instructor Considerations:

- More students = more work for the instructor. The IEN offers teachers a stipend based on completion of the training program and teaching over the IEN. The stipend is based on a number of success criteria.
- Originating sites should consider how many receive sites/students would be appropriate for the content.
- Consider the use of a learning management system to help with communication – several free versions exist such as “Coursesites” by Blackboard.

RECEIVE LOCATION (FAR END)

Facilitator Considerations:

- To foster a good distance education experience the role of the room facilitator or class proctor is to monitor the students, to include; monitoring / distribution of homework assignments, tests, and quizzes; communication with instructor; enforcement of policies, tracking attendance and grading for student site.
- Facilitators / proctors should be trained on the system - <http://www.iem-training.blogspot.com/>
- Facilitators / proctors should obtain instructor contact information and course information in advance in order to prepare to support the course.
- Good room facilitators / proctors often include IDLA coordinators, para-professionals and librarians.

OTHER CONSIDERATIONS

Class Cost, Fees and Tuition: Consider who pays

- Establish a memorandum of understanding between schools to outline an arrangement for sharing courses. A sample template is provided on the IEN Resource page – Sample Course Registration Packet
- Dual credit tuition is often paid by the student but scholarships might be available for tuition and books. http://www.boardofed.idaho.gov/scholarship/advanced_opp.asp

Course Materials and Supplies: Consider the Textbooks, workbooks, etc. needed to take this course

- In the case of dual credit courses, the student generally pays for the materials such as textbooks.
- Originating site can rent books to the receive site(s).
- Receive site(s) can purchase the materials from the publisher.
- Consider the use of online content and textbooks.